



Assigning and Administering Exams in onTRAC

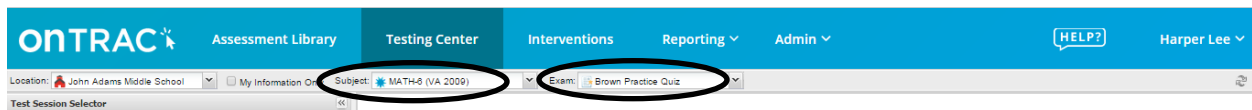
onTRAC is an online student assessment system provided by Interactive Achievement. This handout is designed as a reference that any staff may use to assign and administer student exams in onTRAC.

Before Testing...

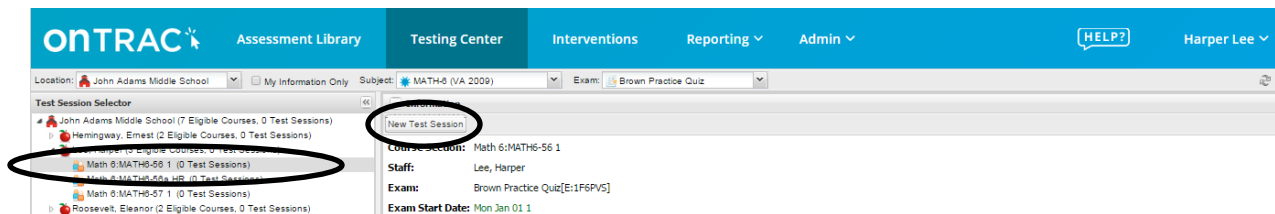
How do I assign a test to students?

A new test session will need to be created in order to assign a test to students. Step-by-step instructions for creating a test session are outlined below!

1. Using your username and password at www.interactiveachievement.com (or Instant Login if available in your district), log on to your onTRAC site and click the link for “Testing Center”.
2. Select your subject from the “Subject” drop-down in the upper middle portion of the screen. This should be the subject in which the exam you’re assigning is saved.
3. Select an exam from the “Exam” drop-down to the right of “Subject”. This should be the exam that you want to assign to students.



4. Staff with eligible courses will appear on the left side of the screen. Click your name (or the name of the teacher you’re creating test sessions for) in order to view courses. Click to select a course on the left side of the screen, then click “New Test Session” on the right side of the screen.



5. A “New Test Session” window will open. Complete all information in this window to create the test session.

Exam name will automatically fill

Randomizing (iTest only) and Passwords (iTest and Read-Aloud) are optional- determined by instructor choice and/or division preference

Leave the “Add all students...” box checked

Exam: Brown Practice Quiz

Session Type: iTest

Staff Name: iTest

☒ Randomize Question Order for Each Student

☐ Randomize Passage Order for Each Student

☒ Randomize Answer Order for Each Student

Password:

Submit Password:

☐ Show students their test scores.

☒ Add all students to new Test Session

Create Test Session

Select iTest, iTest Read-Aloud, or Paper/Pencil according to student need

Showing students test scores is optional according to preference (not available for Paper/Pencil)

When all information is ready click “Create New Test Session”!

6. The test session will appear on the right side of the split-screen. All students on the class roster will be added to this test session.

ONTRAC Assessment Library Testing Center Interventions Reporting Admin HELP? Harper Lee

Location: John Adams Middle School My Information Only Subject: MATH-6 (VA 2009) Exam: Brown Practice Quiz

Test Session Selector

- John Adams Middle School (7 Eligible Courses, 1 Test Session)
- Hemingway, Ernest (2 Eligible Courses, 0 Test Sessions)
- Lee, Harper (3 Eligible Courses, 1 Test Session)
- Math 6 MATH-6-1 (1 Test Session)
- Math 6 MATH-6-55a HR (0 Test Sessions)
- Math 6 MATH-6-7 1 (0 Test Sessions)
- Roosevelt, Eleanor (2 Eligible Courses, 0 Test Sessions)

Information

Paper Pencil (Paper Pencil) Pending Not Testing: 15

Menu Scanning

Scan Id	Student	Answered	Status
370	Abbott, Hannah	0 of 9	Not Testing
371	Banks, Ashley	0 of 9	Not Testing
414	Barksdale, Avon	0 of 9	Not Testing

7. Once all students have been placed in a test session, it must be put into “green light” status to open the session for testing. To do so, click on the stoplight icon and select the green light. (Note: This is not necessary for Paper/Pencil test sessions)

ONTRAC Assessment Library Testing Center Reporting Admin HELP? Sara Smith

Location: Training [VA] My Information Only Subject: MATH-6 (VA 2009) Exam: Brown Practice Quiz

Test Session Selector

- Training [VA] (30 Eligible Courses, 2 Test Sessions)
- Abraham Lincoln Middle School [VA] (6 Eligible Courses, 0 Test Sessions)
- John Adams Middle School [VA] (6 Eligible Courses, 2 Test Sessions)
- Hemingway, Ernest (1 Eligible Course, 0 Test Sessions)
- Lee, Harper (1 Eligible Course, 2 Test Sessions)
- MATH-6-5-1 (2 Test Sessions)
- Marshall, Thurgood (2 Eligible Courses, 0 Test Sessions)
- Oakley, Annie (2 Eligible Courses, 0 Test Sessions)
- Thomas Jefferson Middle School [VA] (6 Eligible Courses, 0 Test Sessions)
- George Washington Middle School [VA] (6 Eligible Courses, 0 Test Sessions)

Information

iTest (iTest) Open For Testing Not Testing: 17

Menu

State ID (Student ID)	Student	Answered	Status
101328 (328)	Brooks, Winifred	0 of 9	Not Testing
101327 (327)	Cho, Margaret	0 of 9	Not Testing
101410 (410)	Creevey, Colin	0 of 9	Not Testing

What if I have some students who need an iTest and some who need an iTest Read-Aloud?

No problem! Set up the iTest session first according to the previous instructions. Once you have your iTest session, remove any students who need the read aloud by clicking the red “X” to the right of their name, then clicking “yes”.

After you’ve removed any students in need of a read aloud, click on the accordion bar labeled “Not Assigned” (below your iTest session on the right side of your screen). All students that you removed from the iTest should be listed.

ONTRAC Assessment Library Testing Center Reporting Admin HELP? Sara Smith

Location: Training [VA] My Information Only Subject: MATH-6 (VA 2009) Exam: Brown Practice Quiz

Test Session Selector

- Training [VA] (30 Eligible Courses, 1 Test Session)
- Abraham Lincoln Middle School [VA] (6 Eligible Courses, 0 Test Sessions)
- John Adams Middle School [VA] (6 Eligible Courses, 1 Test Session)
- Hemingway, Ernest (1 Eligible Course, 0 Test Sessions)
- Lee, Harper (1 Eligible Course, 1 Test Session)
- MATH-6-5-1 (1 Test Session)
- Marshall, Thurgood (2 Eligible Courses, 0 Test Sessions)
- Oakley, Annie (2 Eligible Courses, 0 Test Sessions)
- Thomas Jefferson Middle School [VA] (6 Eligible Courses, 0 Test Sessions)
- George Washington Middle School [VA] (6 Eligible Courses, 0 Test Sessions)

Information

iTest (iTest) Open For Testing Not Testing: 17

Menu

Not Assigned: 3

State ID (Student ID)	Student
101332 (332)	Andros, Nick
101334 (334)	Danes, Luke
101102 (102)	Green, Rachel

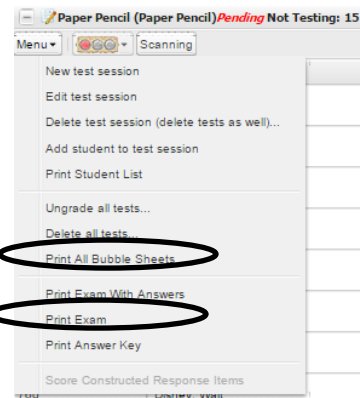
Click the “Menu” drop-down and select “New Test Session”. Create a new iTest Read Aloud session for the selected students.

If you set up an iTest and an iTest Read Aloud according to these directions, it will activate the default read aloud feature. The next time you create a test session, a pop-up will remind you that you previously placed some students into a read aloud and ask if you’d like to do so again. If you click “yes”, the students will automatically sort into the two sessions!

How do I print my test and student answer sheets for Paper/Pencil sessions?

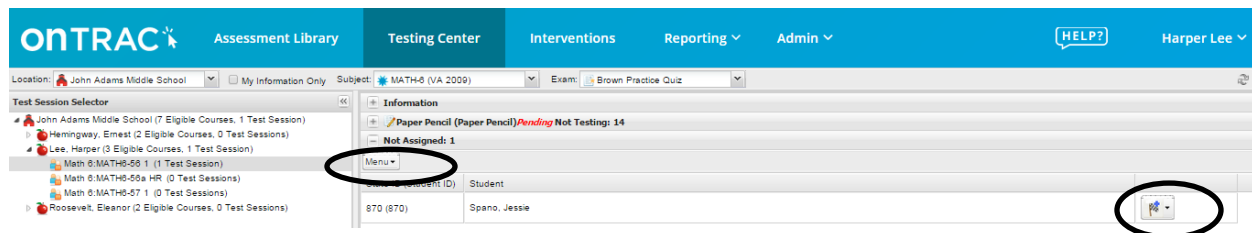
Once you've set up your Paper/Pencil test session you can print the test and all student answer sheets directly from Testing Center. Both options are available by clicking on the "Menu" drop-down in your test session!

(Please note: The ability to print a secure exam is permissions-based. Most users who don't have permission to view secure exams in Assessment Library will not be able to print those exams in Testing Center. Please see your school or district contacts for information on how to obtain copies of the test in this situation.)



What if I need to add a student to the test session who is not on my roster?

Rosters in onTRAC sync with your SIS (student information system) every night*. If possible, wait for the student to be added to the class in your SIS and sync with onTRAC. Once they've been added to the roster they will appear in the "Not Assigned" bar of the testing session in "Testing Center". You can then use the checkered flag icon to the right of their name to assign them to the test session prior to testing.



If you need to proceed with testing and can't wait for the update, click on the "Menu" drop-down in your test session and select the "Add Student to Test Session" option. This will open a window in which you can select any of the students at your location to add to your session. Adding the student to your test session WILL add them to your course roster as well.

* This is IA's recommendation. See your district or school data admin to confirm your sync schedule.

What if I need to remove a student from my test session?

To remove a student from your test session, simply click the red "X" to the right of their name, then click "yes".

Students who have been removed will appear in the accordion bar labeled "Not Assigned" (below your test sessions on the right side of your screen). Removing a student from your test session will NOT remove them from your course roster.

During Testing...

How can I monitor student progress for online testing?

The dashboard created during the process of creating test sessions can be used during testing to monitor student progress.

The "Answered" column will show how many questions the student has answered of the total

This column includes student IDs (used to login to iTest)

The "Status" column will update as students progress

State ID (Student ID)	Student	Answered	Status
101328 (328)	Brooks, Winifred	0 of 9	Not Testing
101327 (327)	Cho, Margaret	0 of 9	Not Testing

What if a student gets kicked out of their test, closes iTest without Exiting, or submits their exam too early?

When a student leaves a test in any way other than hitting Exit or Submit on their summary screen they will need their test session reset in order to log back in and continue testing. This is done through the Testing Dashboard by hitting the Reset button (represented by the backwards red arrow seen below).

If a student has submitted their exam their session will show a status of Graded. To allow them to log back in their test will need to be ungraded by hitting the Ungrade button in the testing dashboard. The ability to ungrade is permissions-based.

State ID (Student ID)	Student	Answered	Status
101328 (328)	Brooks, Winifred	0 of 9	Not Testing
101327 (327)	Cho, Margaret	0 of 9	Not Testing

After Testing...

How do I grade my student benchmarks?

Any test taken online (iTest and iTest Read-Aloud sessions) will be graded when the student submits their exam. For Paper/Pencil test sessions student answer sheets must be scanned in order to view results in onTRAC. IA recommends checking with your administration for guidance on which scanning methods are being utilized in your school or district.

... and IA is always here to help!

For more information or for assistance with onTRAC software IA Support is happy to help! The Help section of onTRAC features user guides, video tutorials, and archived online trainings. It also offers access to onTRAC Live for real-time assistance from 7am-5pm EST (Monday-Friday).

